

LOCAL GOVERNMENT SERVICE SECRETARIAT



REPUBLIC OF GHANA

In case of reply, the number and date of this letter should be quoted.

P.O. BOX MB 396
MINISTRIES - ACCRA
Tel.: 0302 - 677929
Fax: 0302 - 662799

E-mail: secretariat@lgs.gov.gh
Web: <http://www.lgs.gov.gh/>

Our Ref: LGSS/FC/502/05

Date: 17th October, 2016

Your Ref:

CONVERSION/UPGRADING INTO THE MANAGEMENT INFORMATION SYSTEM (MIS) CLASS

The Local Government Service Secretariat (LGSS) is receiving applications from its staff who have acquired degrees in:

- a) Computer Science
- b) Information Technology
- c) Or a relevant discipline

To be considered for upgrading/conversion into the Management Information System (MIS) Class.

Staff of the Service with any of the above qualifications but found themselves in a different class are encouraged to submit applications through their Assemblies and the relevant Regional Coordinating Council by the close of work on Friday 4th November, 2016 to the:

**HEAD OF SERVICE
LOCAL GOVERNMENT SERVICE SECRETARIAT
P. O. BOX MB 396
MINISTRIES, ACCRA**

Please bring this to the attention of all staff.

Thank you.

**JAMES OPPONG-MENSAH
DIRECTOR, HRD
FOR: HEAD OF SERVICE**

**ALL HON. REGIONAL MINISTERS
ALL REGIONAL COORDINATING DIRECTORS**